

# Human Resources: An Online Course for Governmental Officials



Center for Continuing Education  
Carl Vinson Institute of Government

## How to Contact Us:

Phone: +1-706-542-3537 or  
800-811-6640 (toll free in the USA)

Email: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

## How the Course Was Developed: Course Authors and Contributors

The Governmental Training course, *Human Resources: An Online Course for Governmental Officials*, has traditionally been a certification course offered in a face-to-face environment only to local employees from the State of Georgia. In 2002, the online version of this course was created as a joint effort between the University of Georgia's Carl Vinson Institute of Government and the Center for Continuing Education.

In 2017, this course was completely renovated in collaboration with the Georgia Center of Continuing Education & Hotel at the University of Georgia and with the assistance of Megan Martin, a partner with the law firm of Jarrard & Davis, LLP, Kayla Van Oosterwyk, an associate with the law firm of Jarrard & Davis, LLP, and Dan Lasseter, Public Service Assistant with the Carl Vinson Institute of Government's Strategic Operations and Planning Assistance Unit.

**Dan Lasseter** oversees executive searches for high-level leadership positions in public sector organizations by screening and vetting potential candidates, as well as providing onsite consultation during the candidate interview process. In addition, he provides 360-degree leadership assessments for high-level management positions in governmental and nonprofit organizations. He is closely involved with employment testing for public safety agencies, which includes job analysis, job knowledge test development and assessment center design and administration. Additionally, he manages the certification program for the Georgia Local Government Personnel Association. Dan is active in the American Society for Public Administration and serves on the society's national council, representing the southeastern United States, and serves on the board of directors of the Southeastern Conference for Public Administration. Dan has an MBA from Georgia Southern University and a BS in Agribusiness from the University of Georgia.

**Megan Martin** is a partner with the law firm of Jarrard & Davis, LLP. Ms. Martin is a magna cum laude graduate of Reinhardt College in Waleska, Georgia where she was a Lettie Pate Whithead scholar. After finishing her undergraduate degree in Liberal Studies, Ms. Martin attended Mercer University's Walter F. George School of Law. Ms. Martin's practice includes various facets of local government law with a particular focus on general litigation in state courts, federal courts, and administrative tribunals and employment law. Ms. Martin currently serves as the Newton County Attorney and is president-elect for the County Attorney section of the Association County Commissioners of Georgia (ACCG). In addition to Newton County, Jarrard & Davis, LLP is presently retained to provide exclusive legal representation to Forsyth, Barrow, Cherokee, Jackson, and Greene counties as well as the City of Milton. Ms. Martin routinely speaks at training seminars on topics related to general government law and employment law, including HIPAA/HITECH, Employee Handbooks, Affordable Care Act (ACA), Family and Medical Leave Act (FMLA), Americans With Disabilities Act (ADA), Pregnancy Discrimination Act (PDA), Workers' Compensation Leave, Military Leave – USERRA/FMLA, Disciplining and Firing Employees, Drug Testing Policies, Background Checks, Genetic Information Nondiscrimination Act of 2008 (GINA), and Fair Labor Standards Act (FLSA).

**Kayla Van Ooserwyk** is an associate with the law firm of Jarrard & Davis, LLP. Ms. Van Oosterwyk's practice focuses on workers' compensation defense and employment law. Ms. Van Oosterwyk brings four years of intense workers' compensation claims management experience Jarrard & Davis, LLP as a former claims adjuster with two nationally recognized insurance companies. Ms. Van Oosterwyk compliments the employment practice team significantly with in-depth knowledge of the claims management insurance process, assessment of appropriate reserves allocation, and insurance/third-party administration closure strategy development. Ms. Van Oosterwyk received her Bachelor of Arts from the Elliot School of International Affairs at George Washington University, and her Juris Doctor from Georgia State College of Law in 2012. While attending law school, Ms. Van Oosterwyk served as a student attorney in the Health Law Partnership (HeLP) Legal Services Clinic, and as a student benefits advisor at the Employee Benefits Security Administration.

This contents of the online course was created and is administered by the Georgia Center for Continuing Education & Hotel (Web Instructional Development, and Special Projects and Curriculum Development).

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